

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
DIVISION--OFFICE OF THE EXECUTIVE ADMINISTRATOR  
JOB OPPORTUNITY**

**Cooperative Education Intern—INFORMATION TECHNOLOGY (part-time), JOB CLASS 2552**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Students currently matriculated in an Associate's, Bachelor's or Master's degree program  
**Location:** 18-20 Trinity St., Hartford, CT  
**Hours:** 17 hours per week, variable days, day shift (part-time, ineligible for insurance benefits)  
**Salary:** \$14.00/hr  
**Closing Date:** May 15, 2015 - must be received no later than 5 pm

**The Position:**

Is a structured training program designed to prepare undergraduate or graduate college students for a professional career in information technology by providing practical work experience in that field.

**Eligibility Requirement:**

Applicants must be a second-, third- or fourth-year college student or graduate student enrolled in a degree program majoring in Computer Science, Information Technology, Software Development or Web Development.

**Minimum Qualifications Required Knowledge, Skill and Ability:**

Sufficient knowledge of the principles of computer science or information systems to apply them in practical situations.

**Example of Duties:**

- **Helpdesk Support** – log in end users' requests for assistance; provide first line assistance and support for inquiries and issues related to computer systems, software and hardware, utilizing a helpdesk management system.
- **Infrastructure Support** – assist with implementing, supporting, monitoring and maintaining infrastructure software platforms.
- **Web Development** – assist in the development of an agency Intranet, performing such tasks as designing webpage layout, researching technical requirements, learning to solve code problems, updating websites, writing content and creating backup files.
- **Telecommunication Support** – assist with documenting technical procedures and performing functions associated with telephone system revisions. With guidance from information technology professionals, will learn to configure calling features and implement new features. Will work with network technicians to configure and troubleshoot call routing and dial plans.

**Application Instructions:**

Students must submit a cover letter, describing their suitability for the position, AND the required CT-HR-12 State Employees Application (available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), AND official verification (obtained from their school's Office of the Registrar) attesting to their current educational status to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor  
Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to JC 2552-2015

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.